

## Division of Occupational Safety and Health

### Headquarters

1515 Clay Street, Suite 1901 Oakland 94612

### Regional Offices

Santa Ana (714) 558-4300  
Sacramento (916) 263-2803  
Santa Rosa (707) 576-2419  
Van Nuys (818) 901-5403

### District Offices

Concord (925) 602-6517	San Bernardino (909) 383-4321
Foster City (650) 573-3812	San Diego (619) 767-2280
Fremont/San Jose (510) 794-2521	San Francisco (415) 972-8670
Fresno (559) 445-5302	Santa Ana (714) 558-4451
Los Angeles (213) 576-7451	Santa Rosa (707) 576-2388
Modesto (209) 576-6260	Torrance (310) 516-3734
Oakland (510) 622-2916	Van Nuys (818) 901-5403
Monrovia/Pico Rivera (626) 256-7913	West Covina (626) 472-0046
Sacramento (916) 263-2800	

### Field Offices

Chico (530) 895-4761  
Eureka (707) 445-6611  
Redding (530) 224-4743  
Ventura (805) 654-4581

### **Elevator Unit Headquarters, Elevator, Ride, & Tramway**

Santa Ana (714) 567-7211

### **High Hazard Unit Headquarters**

Oakland (510) 622-3009

### **Mining and Tunneling Headquarters**

Chico (530) 895-6938

### **Pressure Vessels Headquarters**

Oakland (510) 622-3052

### Consultation Offices

Your call to Consultation will in no way trigger  
an inspection by Cal/OSHA Enforcement

<u>AREA</u>	<u>CITY</u>	<u>PHONE</u>
Northern California	Sacramento	(916) 263-0704
San Francisco Bay Area	Oakland	(510) 622-2891
Central Valley	Fresno	(559) 454-1295
San Fernando Valley	Van Nuys	(818) 901-5754
Los Angeles / Orange	Santa Fe Springs	(562) 944-9366
San Bernardino	San Bernardino	(909) 383-4567
San Diego / Imperial	San Diego	(619) 767-2060

## Tailgate/Toolbox Safety Meeting

*Title 8, California Code of Regulation, Construction  
Safety Orders, Section: 1509(e)*

**Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety.**

Tailgate or Toolbox safety meetings are held to keep employees informed of work-related accidents, illnesses and workplace hazards. They allow supervisors to draw on the experience of workers, and use that experience to remind all employees - especially newer ones - on the dangers of particular construction processes, tools, equipment and materials.

### How to Run an Effective Meeting

- Hold meetings at the start of shift or after break.
- Find a location where workers can relax or sit.
- Keep meetings brief - usually 10 to 15 minutes.
- Encourage employee participation.
- Use this guide.

### Using this Guide for Tailgate Meetings

This guide is both a field reference and a resource for tailgate subjects.

Supervisors should chose topics that directly relate to their projects and site tasks.

- Pick from the subjects listed on this card.
- Read the material before discussing it.
- Determine the amount of material to be presented.

### Additional Resources

- Review findings from safety inspections including corrective actions.
- Discuss accidents/near accidents including what/ where it happened, and prevention.
- Use equipment manuals and MSD Sheets.
- Cal/OSHA Safety Orders (Title 8) can be reviewed at: <http://www.dir.ca.gov/samples/search/query.htm>

Use this card as a guide to help you select subjects and track meeting dates. In addition, complete a separate training record for each meeting that includes worker name, date, subject, and the trainer's name.

SUBJECT	DATE
Employee Access (pg. 7)	
Administrative Requirements (pg. 9)	
Aerial Devices (pg. 14)	
Airborne Contaminants/Dust (pg. 16)	
Air Compressors (pg. 16)	
Asbestos (pg. 17)	
Blasting (Abrasive/Sand) (pg. 23)	
Blasting (explosive) (pg. 23)	
Carcinogens (pg. 25)	
Code of Safe Practices (pg. 26)	
Competent Person (pg. 26)	
Compressed-Air Worksites (pg. 27)	
Concrete Construction (pg. 28)	
Confined Spaces (pg. 33)	
Corrosive Liquids (pg. 37)	
Cranes (pg. 37)	
Demolition (pg. 44)	
Dust, Fume, Mist, Vapor, Gases (pg. 48)	
Electrical (pg. 49)	
Elevating Work Platforms (pg. 54)	
Elevators, Lifts, Hoists (pg. 55)	
Emergency Medical Services (pg. 56)	
Engine Exhaust Emissions (pg. 58)	
Erection and Construction (pg. 58)	
Ergonomics in Construction (pg. 62)	
Excavation, Trenches, Earthwork (pg. 64)	
Explosion Hazards (pg. 74)	
Fall Protection (pg. 75)	
Fire Protection/Prevention (pg. 82)	
First Aid (pg. 84)	
Flaggers (pg. 85)	
Flammable/Combustible Liquids (pg. 86)	

SUBJECT	DATE
Forklifts (pg. 87)	
Form, Falsework, Vertical Shoring (pg. 90)	
Guardrails (pg. 92)	
Hazard Communication Program (pg. 95)	
Hazardous Substances (pg. 96)	
Heat Stress (pg. 97)	
Heavy Construction Equipment (pg. 99)	
Housekeeping/Site Cleaning (pg. 102)	
Injury Illness Prevention Prog. (pg. 103)	
Ladders (pg. 106)	
Laser Equipment (pg. 109)	
Lead (pg. 110)	
Lighting (pg. 115)	
Lock-Out/Blockout (pg. 115)	
Machine Guarding (pg. 116)	
Multi-employer Work Sites (pg. 117)	
Personal Protective Equipment (pg. 118)	
Pile Driving (pg. 121)	
Ramps/Runways (pg. 123)	
Roofing Operations (pg. 124)	
Scaffolds (pg. 129)	
Silica Dust (pg. 146)	
Stairways (pg. 147)	
Toeboards (pg. 149)	
Toilet/Wash Facilities/Sanitation (pg. 150)	
Tools (pg. 151)	
Traffic Control (pg. 157)	
Training (pg. 158)	
Tunnels/Tunneling (pg. 159)	
Weld/Cut/Heat (Hot Work) (pg. 162)	
Wood Preservative Chemicals (pg. 166)	
<b>Note: All page numbers relate to sections within the Pocket Guide.</b>	
<b>OTHER TOPICS</b>	